

~ ~

Present: John F. Fairbanks, Laila J. Michaud, Joseph E. Flanagan

CALL TO ORDER

Mr. Fairbanks called the meeting to order at 7:00 p.m. in the Selectmen’s Office at Town Hall. He announced that the meeting was being broadcast live and recorded by Ashburnham Westminster Community Access TV; he also confirmed with those present that no other party was taking an audio or video recording of the meeting.

APPROVAL OF /WARRANTS

Ms. Michaud moved that the Board approve the regular session minutes of April 11, 2011 as printed. Mr. Flanagan seconded the motion.

Board members reviewed and approved the following warrants:

April 25, 2011	Payroll #65	\$160,498.88
	Accounts Payable #66	\$ 52,970.19

7:02 PM - EXECUTIVE SESSION

Mr. Fairbanks moved that the Board enter into executive session to conduct contract negotiations with nonunion personnel, and reconvene in open session. Mr. Flanagan seconded the motion. The motion passed unanimously.

7:30 PM – RECONVENE

BORROWING

Treasurer/Collector Melody Gallant was on hand to request the approval of the Board to renew a State Aide Anticipation Note (Chapter 90) for; South Street Engineering (\$6,309.20), South Street Roadway Engineering (\$14,000), solar powered variable message board (\$21,000), and Engineering for replacement of a stone culvert (\$11,500).

Mr. Flanagan moved that the Board approve a State Aid Chapter 90 Anticipation Note with People’s United with an interest rate of 1.08% in the amount of \$52,809.20 Ms. Michaud seconded the motion. The motion passed unanimously.

~ ~

HOME HEATING ASSISTANCE COMMITTEE REPORT

Home Heating Committee members Sam Albert, Tom Connell, Betty Kazan and Gene Sorbo were on hand to report on the HHC assistance. Fifteen families in Westminster were given emergency fuel assistance through the program. The average fuel delivery cost per family was \$608.

The Board of Selectmen recommended that the Committee come back to the BOS in September to present their recommendations.

REVIEW REVISED BOARD AND COMMITTEE HANDBOOK

Mr. Flanagan recommended that under section 3.2.1 the following be included: The Chairman is responsible for ensuring all Board members are sworn in and have read and signed the Board and Committee Handbook.

Mrs. Murphy stated she would include a copy of the Board and Committee Handbook and the Open Meeting Law and Guide, and Conflict of Interest Law in each of the meeting rooms for the Boards and Committees to use.

FY10 AUDIT REVIEW

Auditors Paul Gargano and Tony Roselli of Roselli, Clark & Associates were on hand to review the Town’s FY2010 Financial Audit and Operational Reviews for the Town Clerk’s Office and the Police Department. Recommendations were offered on the Town Clerk’s Policies and Procedures Manual, Bank Accounts, Cash Collections and Election Workers. In addition they reviewed and made recommendations on the Police Department’s Collections, Cash Turnovers, Delinquent Accounts, Timely Processing of Details, Detail Officers from Other Towns, Law Enforcement Trust Fund and Manual Records.

They also reviewed and made recommendations on the following; Red Flag Regulations, Policies and Procedures, Organizational Structure, Bond Anticipation Notes, and GASB54.

TREE WARDEN REAPPOINTMENT

Mr. Fairbanks moved to reappoint Mr. Flanagan as Tree Warden through June 30, 2011. Ms. Michaud seconded the motion. The motion passed with two yes and one abstained (Mr. Flanagan).

~ ~

ELECTION DAY

Mr. Fairbanks announced that Town Elections are being held on Tuesday, April 26, 2011, from 7 am to 8 pm at the Westminster Elementary School.

8:43 PM EXECUTIVE SESSION

Mr. Fairbanks moved that the Board enter into executive session to conduct a strategy session in preparation for negotiations with nonunion personnel, and to consider the purchase, exchange, lease or value of real property and to adjourn directly from executive session. Mr. Flanagan seconded the motion. The motion passed unanimously on a roll call vote.

ADJOURNMENT

The Board adjourned from executive session at 9:20 p.m.

Respectfully submitted,

Joseph E. Flanagan, Clerk
(Prepared by B. Kazan)